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OCR Notice

CR 1-130-~~2~~3
18 November 1957

1. The following organizational changes in OCR, affecting particularly the Operations Staff and its personnel, are effective 20 November 1957:

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a. Mr. [REDACTED] is appointed Staff Projects Officer, Liaison Division, with the following duties:

- (1) To arrange and, as appropriate, participate in briefings conducted for CIA or IAC personnel.
- (2) To serve as contact for complaints which customer offices may wish to register, and to arrange for appropriate follow-up action.
- (3) To assist the Chief, Liaison Division, as directed.
- (4) To assist with the preparation of OCR internal management reports.
- (5) To serve as OCR historian. ✓

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b. [REDACTED] is transferred to the Non-IAC Branch, Liaison Division. As additional duty he will continue to represent OCR as Planning Officer for the new building.

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c. Mr. [REDACTED] is appointed Staff Assistant, OCR, and attached to the Administrative Staff. He will engage in such cost analysis, management studies and other studies as may be assigned to him by the OAD.

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d. Mr. [REDACTED] are transferred to the Administrative Staff.

2. The reassignment of functions is as follows:

a. Administrative Staff shall assume responsibility for Emergency Planning, and for Records Management.

b. The Document Division shall assume responsibility for the Functions of the Assistant Classification Control Officer, OCR.

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c. The Vital Materials Program will be administered as follows:

<u>Function</u>	<u>Responsible Component</u>
(1) Overall coordination of the DD/I Vital Materials Program.	Chairman, DD/I Vital Materials Committee
(2) Liaison with CIA Vital Materials Officer, coordination within OCR and maintenance of overall inventory records.	Administrative Staff
(3) Finished Intelligence indexed in Intelligence Publications Index.	Document Division
(4) Library Reference Collection.	Library
(5) OCR Division Vital Materials Deposits.	OCR Divisions

3. The functions of the Operations Staff having been thus re-assigned, it concurrently will cease to exist as a separate organizational component of OCR.


Paul A. Borel
Assistant Director
Central Reference

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cc: DD/I
Intelligence Assistant Directors

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